

~~DRAFT~~COPY NO. 13~~SECRET~~September 1946CENTRAL INTELLIGENCE GROUPC.I.G. DIRECTIVE NO.PLAN FOR COORDINATION OF BIOGRAPHICAL INTELLIGENCE  
WITH THE UNANIMOUS CONCURRENCE OF THE INTELLIGENCE ADVISORY BOARDMemorandum by the Director of Central Intelligence

1. The purpose of this directive is to provide coordination between the State, War and Navy Departments, and to establish uniform methods and procedures within those agencies in the fields of collection, evaluation, production, and dissemination of Foreign Biographical Intelligence. Nothing in this directive is intended to prevent representatives of one agency from fully reporting biographical information which may become available to them in categories other than of their own primary interest, nor, is it intended in cases and at foreign posts where not all agencies are represented, to relieve the representatives present from the definite responsibility of so reporting on personalities in fields other than of their own primary interest.

## 2. Primary responsibilities:

a. To insure the fullest coverage, minimize unwarranted duplication of effort, and to conserve personnel, the following allocation of primary responsibilities for producing Biographical Intelligence and maintaining comprehensive supporting files is prescribed:

## State Department:

Political personalities  
Cultural personalities  
Sociological personalities  
Economic personalities

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War Department

Military personalities (Army and Separate Air Forces)

Scientific personalities (Categories of scientific personalities to be subject of joint agreement between War and Navy Departments in home offices and so transmitted to field agencies.)

Navy Department

Naval personalities (Navy and Navy Air)

Scientific personalities (see remark above)

Central Intelligence Group

Maintenance of the Central Biographical Reference File. (This file will include a copy of all Summary Report Forms prepared after this date, and a basic data machine record card on all personalities added to agency files after this date.)

Acquisition of biographical data from agencies other than State, War and Navy. (Such data will be recorded in the Central Biographical Reference File, and disseminated to the agency of primary interest.)

b. Primary responsibility for subversive personalities is not allocated but reports thereon will be by field agencies of each department to their home office where information necessary for basic data cards will be forwarded to CIG. (See paragraph 7 a for Security Control at CIG.)

3. Procedures by field collection agencies:

a. Each department will immediately direct its field representatives and agencies to undertake the establishment of a coordinated Biographical File in the various embassies, legations, or other foreign offices. The representative of

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each department will be made primarily responsible for collection of reports and information on personalities within his department's categories of primary interest. He will likewise be made responsible that reports and information on other categories of personality which come to his notice are also placed in the local Biographical File and brought to the attention of the interested departmental representative.

b. Departmental representatives will be made responsible that these reports which are collected and entered in the local Biographical File from any source and which fall into their own categories of primary interest are promptly forwarded to their home office, on forms and in number of copies as shown in paragraph 9 below. In the many cases in which the activities of certain persons place them in more than one category, each appropriate field representative will forward the report to his own home office.

c. Whenever one or more departments are temporarily or permanently not represented at a field post, the senior departmental representative present is responsible for allocation of the collection responsibility in the categories not represented and for forwarding of the proper reports to the appropriate home office.

d. Departmental collection plans or directives for biographical information which are issued to field representatives will be maintained as an adjunct to the local Biographical File and available to other departmental representatives.

#### 4. Standardization and use of reporting forms:

a. This plan is based upon the minimum standardization of reporting forms. Only one form, to be called the Summary Report Form need be standardized and this only to the extent that it contains the basic factual data on the top, as shown in Tab A.

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b. (1) Summary Report Forms will be prepared by field representatives on all new personalities and in sufficient copies to maintain the local Biographical File and to forward at least three copies to the home office or offices of primary interest. Summary Report Forms have three principal uses as follows:

(a) As an initial reporting form on a new personality.

(b) As a cover form for dossier files in the field and in the home office.

(c) As a reply or reporting form upon which to enter current history and evaluation in answer to requests or inquiries either in the field or in home offices.

(2) In order that the Central Biographical Index File may be brought up to date without delay, field representatives will submit their next report made on any personality, either old or new, after effective date of this directive on the Summary Report Form. Subsequent reports on the same personality may, of course, be made on Fragmentary Report Forms in accordance with regular departmental procedure.

c. Fragmentary Report Forms are used as desired by each department and their format is at the discretion of the department. They must, however, show the departmental representative or office of origin.

d. Reports on foreign subversive personalities will be of pink or other distinctive color but need not be placed in the local Coordinated Biographical File.

5. Procedures at Departmental Home Offices:

a. Departmental home offices will, upon receipt of the Summary Report Form on a new or on any other personality

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subsequent to this date, forward two copies thereof to CIG for the Central Biographical Index File. Whenever any departmental home office has occasion to prepare a new Summary Report Form for any of the reasons given in paragraph 4 b (1), two copies thereof will be forwarded to CIG.

b. Departmental home offices will use the current Summary Report Form as the cover form for dossier files. Other than this, the method of maintenance of departmental files, including categories of filing, is wholly at the discretion of the particular department.

c. Departmental home offices will, whenever the name of a person is added to their own Biographical Files, forward to CIG on the Summary Report Form such basic data as is available even though a dossier may not be existent on the individual.

d. Responsibility for collecting data on an individual will ordinarily rest with the agency responsible for producing Biographical Intelligence on the individual. However, when such agency does not have adequate collecting facilities in the area, or does not effectively control the collecting facilities, full report will be made to the CIG. The CIG will then take appropriate action to have the collecting responsibility assigned to another agency. When any agency has doubt as to what category an individual falls into, such agency will consult the CIG, who will render a decision and notify all agencies. (An agency not having primary interest may nevertheless maintain full data on the individual, if desired, under one of its own categories.)

e. Departments will forward to CIG in duplicate all reports indicating entry into the United States of subversive personalities in order that the CIG may inform and coordinate with the F.B.I. to receive information on subversive personalities leaving the United States and will arrange to notify the proper departmental office of primary interest.

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## 6. Procedure at CIG: .

a. CIG will maintain a Central Biographical Index File set up on machine records cards, called Basic Data cards. Whenever a Summary Report arrives at CIG, the basic data from the top of form (Tab A) will be transcribed to a Basic Data card. One copy of the Summary Report Form will then be placed in an alphabetical reference file, and the second copy in a control file.

b. CIG will thus eventually build up a complete reference file showing basic data on all individuals and the department to which further inquiries from approved agencies can be referred.

c. CIG will maintain effective security controls to protect classified biographical data and to conform with any current agency restrictions.

d. CIG will receive biographical information from federal agencies other than State, War and Navy, and will forward one copy of the Summary Report Form and all associated dossier material to the Department having primary interest. It will likewise prepare and forward such information obtained from its own sources.

## 7. Responsibilities for evaluation and production:

a. Each Department is responsible for the evaluation and analysis of all biographical intelligence concerning persons in its own categories of primary interest, and for the production of biographical studies and estimates, either upon request or on its own initiative. Each Department shall service all legitimate requests for information on these personalities, and if necessary conduct the research and consultation required for a complete and satisfactory reply for inquiries from other departments. If there exists any question or doubt as to the legitimacy of the request, the

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department receiving the request may either first refer the matter to CIG for decision as to legitimacy or prepare reply and forward same through the CIG. Liaison procedures will be set up between corresponding desks at various agencies to facilitate research and exchange of information. In this connection, departments will circulate to one another and to CIG a list of qualified and security approved personnel authorized to engage in direct liaison.

8. Responsibilities for dissemination:

a. Dissemination of biographical data and intelligence to subordinate units is the responsibility of each departmental agency.

b. Coordination for dissemination to federal agencies other than State, War and Navy is the responsibility of CIG.

c. Each Department is responsible that source materials providing information on persons in categories of responsibility of another department shall be immediately called to the attention of that department. Where such procedure appears to violate the current agency restrictions, source materials will be forwarded through CIG for appropriate action.

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